

## PART 701—PROCEDURES AND SERVICES

### Sec.

- 701.1 Application for employment.
- 701.2 Access to Library buildings.
- 701.3 Removal of materials from the Library buildings.
- 701.4 Information about the Library.
- 701.5 The Library's reading rooms and public use thereof.
- 701.6 Service of the general collections.
- 701.7 Reference and bibliographic assistance.
- 701.8 Assignment of special research facilities.
- 701.9 Loans of library materials.
- 701.10 Loans of library materials for blind and other physically handicapped persons.
- 701.11 Lending of materials from the Library for exhibition.
- 701.12 Photoduplication service.
- 701.13 Service of African and Middle Eastern materials.
- 701.14 Service of Asian materials.
- 701.15 Service of European materials.
- 701.16 Service of folklife materials.
- 701.17 Service of Hispanic materials.
- 701.18 Service of legal materials.
- 701.19 Service of local history and genealogical materials.
- 701.20 Service of manuscript materials.
- 701.21 Service of maps and cartographic materials.
- 701.22 Service of microfilmed materials.
- 701.23 Service of motion picture and television materials.
- 701.24 Service of music materials.
- 701.25 Service of prints and photographs.
- 701.26 Service of rare books and special collections.
- 701.27 Service of scientific and technical materials.
- 701.28 Service of serial materials.
- 701.29 Service of sound recordings.
- 701.30 Cataloging distribution.
- 701.31 Library of Congress publications.
- 701.32 Offers of materials for purchase.
- 701.33 Acquisition of library materials by non-purchase means and disposition of surplus library materials.
- 701.34 Contracting officers.
- 701.35 Policy on the authorized use of the Library name, seal, or logo.
- 701.36 Use of the Seal of the Library of Congress and the Library of Congress Trust Fund Board.

AUTHORITY: 2 U.S.C. 136; 18 U.S.C. 1017.

### § 701.1 Application for employment.

The Library of Congress is an Excepted Service Legislative Branch agency. As such, it has its own independent merit system, and applicants

do not need Civil Service status to apply for its positions. The Library has a wide range of clerical, technical, and professional positions (the latter being primarily oriented to library operations such as processing, cataloging, and reference, but with some positions in non-librarian occupations such as computer, subject area and research analyst specialists). The Library's Employment Office is located in Room LM-107, James Madison Building, First Street and Independence Avenue, SE., Washington, DC 20540. Information about current employment needs and the procedure for application may be obtained by either visiting this office (Monday-Friday, 8:30 a.m. to 4:30 p.m.), calling during these hours at (202) 287-JOBS, or writing to the above address. A 24-hour recording of general information is available at (202) 287-5295.

[46 FR 48660, Oct. 2, 1981]

### § 701.2 Access to Library buildings.

(a) In accordance with the Library's general policy, persons other than staff members may be admitted to the Library buildings and to the various areas therein that are open to the public during the announced hours of public opening. Such persons may be admitted to other areas within the buildings and at other times only in accordance with established access regulations.

(b) Persons having legitimate business in buildings closed to the public may be admitted after identification by responsible officials in the building or by authority as evidenced by a building access pass issued by the Associate Librarian for Management.

[35 FR 10588, June 30, 1970. Redesignated at 38 FR 27049, Sept. 28, 1973, and amended at 46 FR 48660, Oct. 2, 1981]

### § 701.3 Removal of materials from the Library buildings.

No material may be removed from the Library buildings without the proper stamp, pass, or other authorization as prescribed by regulations established by The Librarian of Congress. All property including, but not limited to, suitcases, briefcases, handbags, large envelopes, packages, and office